

EXHIBIT NO. 1

22
11-15-03

Docket Item #16-C
DEVELOPMENT SPECIAL USE PERMIT #2002-0045
MINNIE HOWARD SCHOOL

Planning Commission Meeting
November 6, 2003

ISSUE: Consideration of a request for a development special use permit, with site plan modifications and subdivision to expand the Minnie Howard School, increase the floor area ratio and temporary classroom trailers.

APPLICANT: City of Alexandria Public Schools

LOCATION: 3801 West Braddock Road
(Parcel address: 3701 West Braddock Road)

ZONE: R-12/Residential and POS/Public Open Space

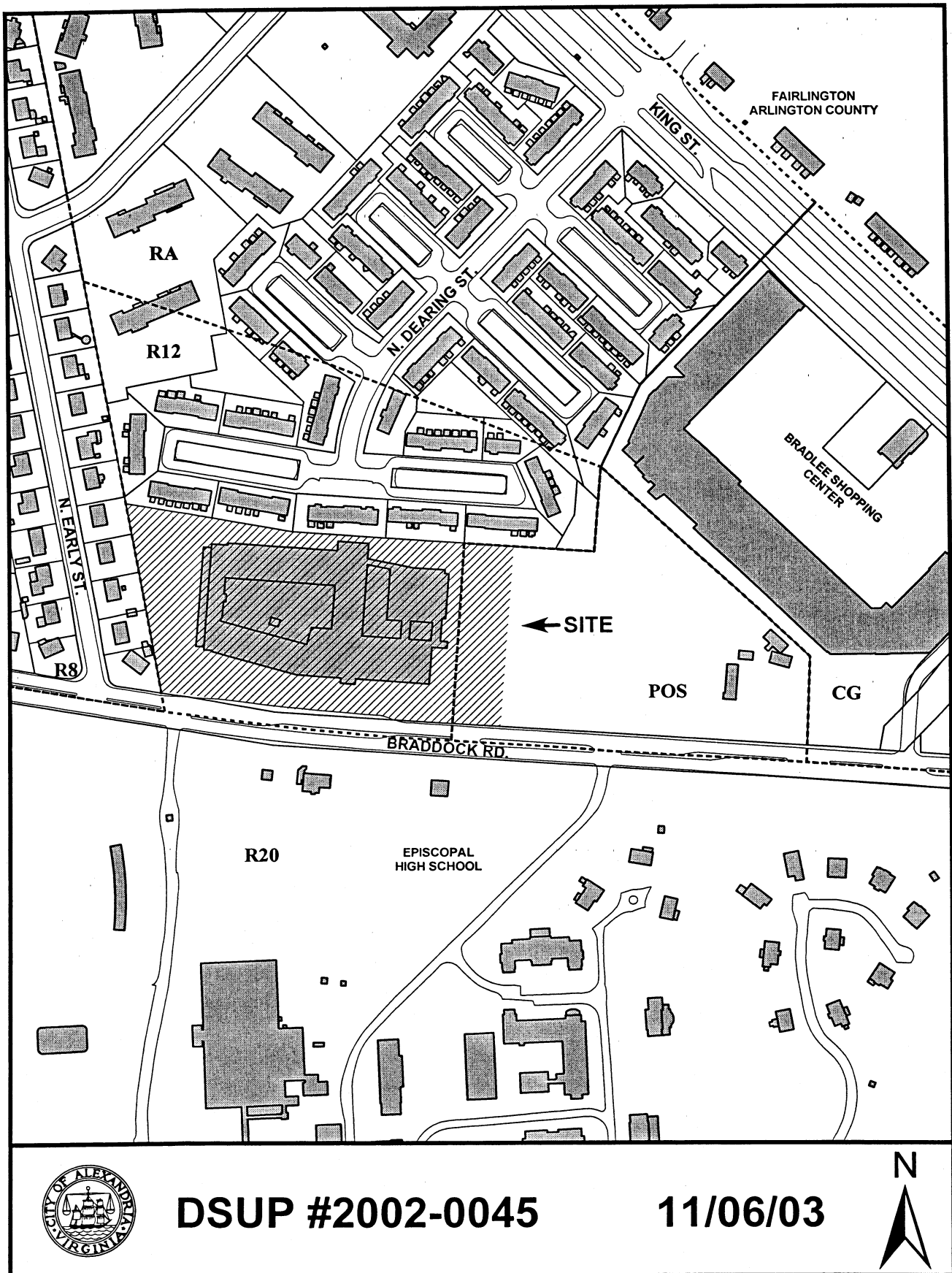
PLANNING COMMISSION ACTION, NOVEMBER 6, 2003: On a motion by Mr. Komoroske, seconded by Mr. Jennings, the Planning Commission voted to recommend approval of the development special use permit subject to all applicable codes and ordinances, staff recommendations, including amendments to conditions 2, 11, 32, and 33. The motion carried on a vote of 6 to 0. Mr. Wagner was absent.

Reason: The Planning Commission generally agreed with the staff analysis, but revised conditions 2, 11, 32 and 33 as requested by the memorandum from J. Howard Middleton, dated November 6, 2003.

Speakers:

Julie Crenshaw, 816 Queen Street, generally spoke in favor of the application, but expressed concern about rezoning of open space for schools and about the use of temporary trailers.

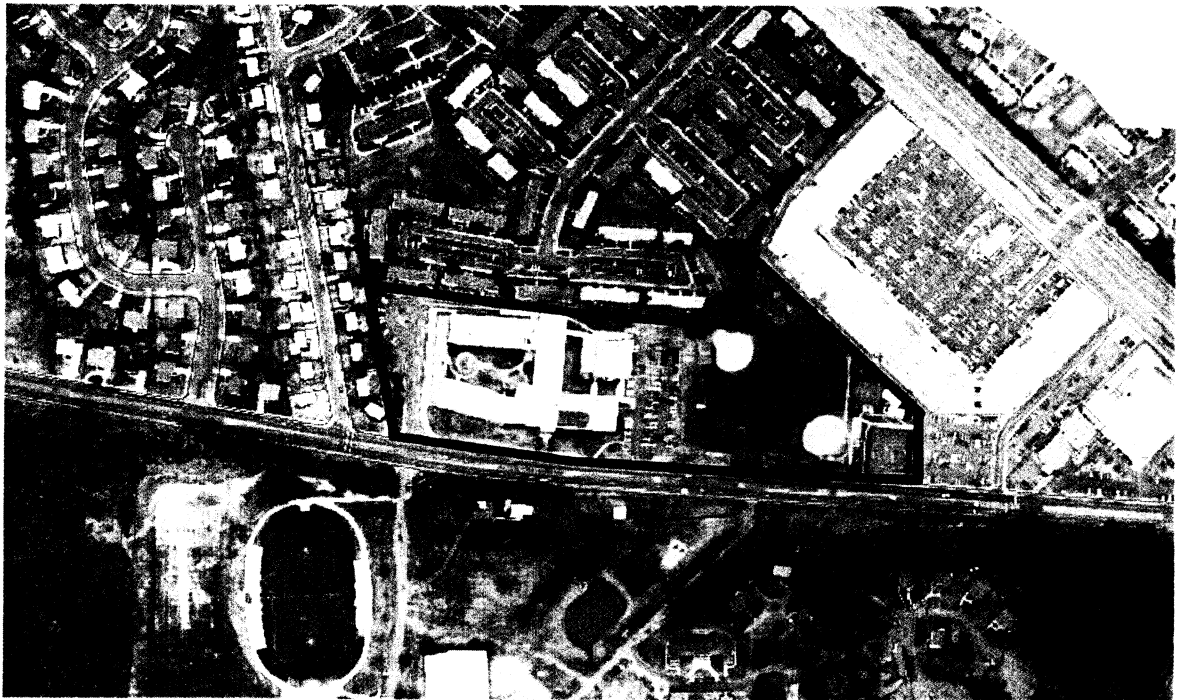
J. Howard Middleton, representing the applicant.



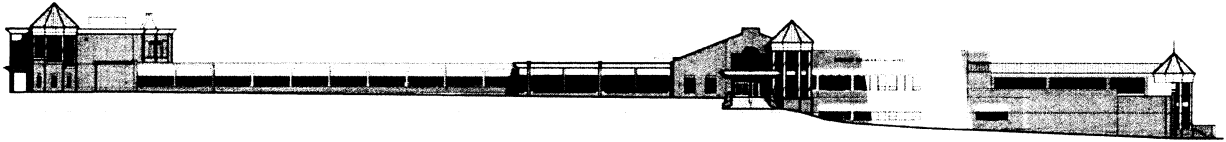
SUMMARY:

The applicant, Alexandria City Public Schools, requests approval of a development special use permit, with site plan, for an expansion of the existing Minnie Howard ninth grade school on West Braddock Road. The application requires a development special use permit to increase the F.A.R. to construct four additions totaling 54,740 gross sq. ft. on the eastern, southern and western portion of the building. The proposed additions include a 23,830 sq. ft. one-level addition that will connect the existing school and gymnasium in the area that is now occupied by the internal courtyards on the eastern portion of the building, a media center addition of 1,500 sq. ft. in the center of the building, also occupied by an internal courtyard, a 3,338 sq. ft. addition adjacent to Braddock Road and a 26,072 sq. ft. addition on the western portion of the building.

The applicant is also requesting special use permit approval to permit 12 temporary trailers to serve as classrooms during construction. The site plan also proposes site improvements, including a new bus loading/unloading area, additional parking spaces and landscaping/screening. The design, orientation and scale of the proposed addition generally provide a building style and scale that are compatible with the existing character of the neighborhood and the existing school.



Aerial Photograph of the Site



South Elevation (Braddock Road entrance)

Staff is recommending approval of the special use permit to increase the floor area ratio from .30 to .549 because the resulting F.A.R. is similar to adjoining zones and compatible with the adjoining uses. In addition, the use, scale, height, and open space are compatible with the neighborhood and will be a transition between the Fairlington Towne Condominiums on the north and the Episcopal High school on the south. The additions will enable expansion of the school in a manner that is compatible with the neighborhood, while also accommodating the increased number of students currently in the City's growing middle schools who will enter the ninth grade in the next few years. Approval of this development special use permit is contingent upon approval of the text amendment (TA#2003-0005) to allow public schools to request an increase in floor area with a special use permit.

Staff recommends **approval** of the proposed development special use permit application with the conditions outlined within the staff report.

STAFF RECOMMENDATION

Staff recommends approval subject to compliance with all applicable codes and ordinances and the following conditions:

1. The final design for the addition shall be consistent in architectural style and character and material quality as depicted on the preliminary architectural elevations dated September 15, 2003, and also provide additional refinements to the satisfaction of the Director of Planning & Zoning that shall include:
 - a. Samples of materials to be submitted at the time of the second site plan submission.
 - b. A decorative handrail when a handrail is required, for the handicap access ramp on Braddock Road. Provide a detail of the decorative handrail. (P&Z)
2. **(REVISED BY PLANNING COMMISSION):** A final landscape plan shall be provided with the final site plan to the satisfaction of the Director of P&Z and RP&CA. The plan shall include the level of landscaping shown on the preliminary landscape plan and shall at a minimum also provide:
 - a. An additional 10-12 evergreen trees on the western portion of the site adjacent existing residences.
 - b. An additional 15 evergreen trees on the northern portion of the site.
 - c. All evergreen trees shall be revised to provide a minimum of 8-10 ft. tall and all deciduous trees shall be a minimum 2.5-3.5" caliper at the time of installation.
 - d. All trees to be limbed up a minimum of 6 feet as they mature to allow for natural surveillance. Trees are not to be planted under or near light poles.
 - e. The proposed shrubbery is to have a maximum height of 36 inches when it matures. No shrubs higher than 3 feet to be planted within 6 feet of walkways.
 - f. All landscaping shall be maintained in good condition and replaced as needed. All plant specifications shall be in accordance with the current and most up to date edition of the American Standard For Nursery Stock (ANSI Z60.1) as produced by the American Association for Nurserymen; Washington, D.C.
 - g. All work shall be performed in accordance with Landscape Specifications Guidelines 4th Edition as produced by the Landscape Contractors Association (LCA) of Maryland, District of Columbia and Virginia; Gaithersburg, Maryland.
 - h. The walkways and stairs surrounding the Bradford Pear trees on Braddock Road shall be relocated to minimize impacts on the trees. The structural elements near the two Bradford Pear trees along Braddock Road at the

entrance of the building shall be modified to minimize impacts on the trees. In the event those trees, now designated to be saved, are damaged or destroyed during the development process, the applicant shall replace each such tree with two Kwanzan cherry trees of significant caliper. (P&Z) (RP&CA) (Police) (PC)

3. Provide pedestrian access between the parking lot and play fields to the satisfaction of the Directors of RP&CA and P&Z. (P&Z)
4. Provide pedestrian access between the temporary classrooms and the main school building to the satisfaction of the Director of P&Z. (P&Z)
5. Temporary construction trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. The trailer(s) shall be removed prior to the issuance of a certificate of occupancy permit for the proposed addition. (P&Z)
6. Any inconsistencies between the various drawings submitted by the applicant shall be reconciled to the satisfaction of the Directors of P&Z and T&ES. (P&Z)
7. The applicant shall be allowed to make minor adjustments to the building locations if the changes do not result in the loss of parking, open space or an increase in building height or floor area ratio. (P&Z)
8. The applicant shall attach a copy of the final released site plan to each building permit document application and be responsible for insuring that the building permit drawings are consistent and in compliance with the final released site plan prior to review and approval of the building permit by the Departments of Planning and Zoning and Transportation and Environmental Services. (P&Z)
9. A maximum of one freestanding monument sign other than traffic/directional signs shall be permitted and the size and design of the sign shall comply with the zoning ordinance. (P&Z)
10. The temporary classroom trailers shall be permitted until January 2006. (P&Z)
11. **(REVISED BY PLANNING COMMISSION):** The sidewalk along the channelized right turn lane from Braddock Road to bus loading area is too narrow. Widen sidewalk along the bus loop to 12'. (T&ES) (PC)
12. Ensure that the existing sidewalk on the island along Braddock Road at the bus loading area remains in place or is replaced so that continuous pedestrian access is provided. (T&ES)

13. Provide city standard ADA ramps near handicapped parking spaces in parking lot. (T&ES)
14. Developer to comply with the peak flow requirements of Article XIII of AZO for the portion of the site that drains to Taylor Run. (T&ES)
15. Plan must demonstrate to the satisfaction of the Director of T&ES that adequate stormwater outfall is available to the site or else developer is to design and build any on or off site improvements to discharge to an adequate outfall. (T&ES)
16. Provide construction details for the proposed detention structure. (T&ES)
17. Provide details that show how run-off will get to detention structure, including details on function of MH #2. (T&ES)
18. The applicant is advised that all stormwater designs that require analysis of pressure hydraulic systems and/or inclusion and design of flow control structures must be sealed by a professional engineer, registered in the Commonwealth of Virginia. If applicable, the Director of T&ES may require resubmission of all plans that do not meet this standard. (T&ES)
19. Show existing and proposed street lights and site lights. Indicate the type of fixture, and show mounting height, and strength of fixture in Lumens or Watts. Provide manufacturer's specifications for the fixtures. Provide lighting calculations to verify that lighting meets City Standards. (T&ES)
20. Provide all pedestrian and traffic signage to the satisfaction of the Director of T&ES. (T&ES)
21. All driveway entrances and sidewalks in public ROW or abutting public ROW shall meet City standards. (T&ES)
22. Show all existing and proposed easements, both public and private. (T&ES)
23. Replace existing curb and gutter, sidewalks, and handicap ramps that are in disrepair or broken. (T&ES)
24. Provide City standard pavement for emergency vehicle easements. Provide detail on the plan. (T&ES)
25. Prior to the release of the final site plan, provide a Traffic Control Plan for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging. (T&ES)

26. All Traffic Control Device design plans, Work Zone Traffic Control Plans and Traffic Studies shall be sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)
27. The stormwater collection system is part of either the Four Mile Run or Taylor Run/Cameron Run watershed. All on-site stormwater curb inlets and public curb inlets within 50 feet of the property line shall be duly marked to the satisfaction of the Director of T&ES. (T&ES)
28. The stormwater Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
 1. Constructed and installed as designed and in accordance with the approved Final Site Plan.
 2. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. (T&ES)
29. The surface appurtenances associated with the on-site structural stormwater Best Management Practices (BMPs) shall be marked to the satisfaction of the Director of T&ES to identify them as part of a structural BMP system. (T&ES)
30. For any surface-installed stormwater Best Management Practice (BMP), i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, descriptive signage for the BMPs is required to be installed to the satisfaction of the Director of T&ES. (T&ES)
31. Prior to approval of the final site plan, the applicant shall execute and submit a maintenance agreement with the City for the stormwater quality Best Management Practices (BMPs). (T&ES)
32. **(REVISED BY PLANNING COMMISSION):** ~~The applicant shall be responsible for maintaining stormwater Best Management Practices (BMPs) until activation of the homeowner association (HOA), if applicable, or until sale to an owner. Prior to transferring responsibility for the BMPs to the HOA or owner, the applicant shall execute a maintenance service contract with a private contractor for a minimum of three years and transfer the contract to the HOA or owner. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the contract shall be submitted to the City.~~ The applicant shall execute a maintenance service contract with a private contractor for a minimum of three years. A copy of the contract shall be placed in the BMP Operation and Maintenance Manual. Prior to the issuance of the certificate of occupancy, a copy of the contract shall be submitted to the City (T&ES)(PC)

33. **(REVISED BY PLANNING COMMISSION):** ~~The applicant shall furnish the homeowner association, if applicable, or owner(s) with an Owner's Operation and Maintenance Manual for all the Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. Prior to release of the performance bond, an copy of the Operation and Maintenance Manual shall be submitted to the City on a digital media.~~ The applicant shall prepare an Owner's Operation and Maintenance Manual for all the Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operation of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. Prior to the issuance of the certificate of occupancy, a copy of the Operation and Maintenance Manual shall be submitted to the City on a digital media. (T&ES) (PC)
34. During the construction phase of this development, the site developer, its contractor, certified land disturber, or owner's other agents shall implement a waste and refuse control program. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them and sanitary waste at the construction site and prevent its off site migration that may cause adverse impacts to the neighboring properties or the environment to the satisfaction of Directors of Transportation and Environmental Services and Code Enforcement. All wastes shall be disposed off site properly in accordance with all applicable federal, state and local laws. (T&ES)
35. Provide an amended Environmental Site Assessment to the cover sheet. (T&ES)
36. The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the school. (Police)
37. Security survey to be conducted on all construction trailers when they are in place. (Police)

Special use permits and modifications requested by the applicant and recommended by staff:

1. Special Use Permit for increase in F.A.R.
2. Special Use Permit for temporary classrooms in the R-12 and POS zones.
3. Modification of the rear yard requirement.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

A. BACKGROUND:

The applicant, Alexandria City Public Schools, requests approval of a development special use permit, with site plan, for an expansion of the existing Minnie Howard ninth grade school at 3801 West Braddock Road. The additions are proposed to accommodate a student population that is expected to increase from the current level of 750 students to approximately 900 students. The proposed addition requires a special use permit approval to increase the F.A.R. in the R-12/Residential from .30 to .549 and a special use permit for the placement of temporary trailers in the POS/Public open space zone in conjunction with the Minnie Howard School.

The subject property is one lot of record with approximately 1,258 feet of frontage on Braddock Road, and a total lot area of 12.1 acres. The existing Minnie Howard school was originally constructed in 1954 as an elementary school and has 52 classrooms with a 101-space parking lot on the eastern portion of the site and a bus/loading/unloading area on the western portion of the site. The school presently houses ninth grade students in the 123,600 sq. ft. building. The school is surrounded by a combination of commercial and residential uses that include the Fairlington Towne Condominiums and the Bradlee Shopping Center. To the east of the site is the parking lot of the Bradlee Shopping Center. The Episcopal High School is located across Braddock Road to the south, and west of the site are single-family residences. The site is located within the Seminary Hill/Strawberry Hill Small Area Plan.

B. PROJECT DESCRIPTION:

The application requires a development special use permit to increase the F.A.R. to construct 54,740 gross sq. ft. additions on the eastern, southern and western portion of the building. The proposed additions include a 23,830 sq. ft. one-level addition that will connect the existing school and gymnasium in the area that is now occupied by the internal courtyards on the eastern portion of the building, a media center addition of 1,500 sq. ft. in the center of the building, also occupied by an internal courtyard, a 3,338 sq. ft. addition adjacent to Braddock Road and a 26,072 sq. ft. addition on the western portion of the building. The proposed addition will result in a total of 167,494 sq. ft. building.

Taking into account the land area proposed for rezoning from POS to R-12, as discussed in the accompanying rezoning staff report (REZ # 2003-0005), the expanded school would have a F.A.R. of 0.549, which exceeds the allowable F.A.R. in the existing R-12 zone. To achieve this design, the applicant requests a special use permit to increase the permitted floor area ratio from 0.30 to 0.549. The expansion plans include: providing an additional 18 classrooms, enlargement of the media center; new administration and guidance offices in the front of the school, new and expanded gymnasium, locker rooms, health classrooms, exercise and weight rooms; expansion of the cafeteria, replacement of a portion of the existing roof; and replacement and upgrade to the existing building heating and air conditioning systems and new electrical system. The application also proposes a reconfiguration of the eastern parking lot to provide 127 parking spaces (90 off-street parking spaces are required by the Zoning Ordinance).

In addition, the applicant is requesting a special use permit to allow 12 temporary classroom trailers in the POS zone as generally depicted on the preliminary site plan. These trailers will be used to house educational programming throughout the construction process. The trailers will be located mainly on the R-12 zoned land and small part of the trailers will extend onto the POS land. It is anticipated that the trailers will be installed in January 2004 and removed in January 2006.

Zoning:

The zoning characteristic of the development are summarized in the table below. The lot contains two zoning categories; the R-12 and POS zones. The site is within the Seminary Hill/Strawberry Hill chapter of the Master Plan. Accompanying this application are an application for rezoning a portion of the site from POS/Parks and Open Space to R-12/Single-family residential (REZ #2003-0005) and a Master Plan amendment to change the designation from P/Parks and Open Space to Inst/Institutional (MPA #2003-0009) as discussed in the accompanying staff report.

Minnie Howard Ninth Grade School Expansion		
Property Address:	3801 West Braddock Road	
Total Site Area:	522,834 square feet/12.1 acres	
Zone:	R-12/POS	
Current Use:	Minnie Howard Ninth Grade School (Public)	
Proposed Use:	Minnie Howard Ninth Grade School (Public)	
	<u>Permitted/Required</u>	<u>Proposed</u>
Net Floor Area	123,600 square feet	167,494 square feet
Gross Floor Area	131,000 square feet	172,850 square feet
FAR	0.30	0.549*
Yards:		
Side Yard	25' (1:1)	80', 163'
Rear Yard	25' (1:1)	17'
Front Yard	35'	38'
Height	40'	38'
Open Space	none	125,919 sq. ft.
Parking	1sp/10 student seats (90 spaces)	127 spaces

* Requires approval of a special use permit to increase the floor area ratio.

C. STAFF ANALYSIS:

The design, orientation and scale of the proposed addition provide a building style and scale that are generally compatible with the existing character of the neighborhood. Staff is recommending approval of the special use permit to increase the floor area ratio from .30 to .549 because the resulting F.A.R. is similar to adjoining zones and compatible with the adjoining uses. In addition, the use, scale and height of the proposed additions and open space are compatible with the neighborhood and will be a transition between the Fairlington Towne Condominiums on the north and the Episcopal High school on the south. The addition will enable expansion of the school in a manner that is compatible with the neighborhood, while also accommodating the increased number of students currently in the City's growing middle schools as they enter the ninth grade in the next few years.

Bus Circulation and Queuing:

The original site plan proposed a drop-off area and parking in the front of the building adjacent to Braddock Road, which would have eliminated a significant amount of open space and also raised significant concerns regarding the traffic impacts on Braddock Road. This previous proposal was inconsistent with existing Braddock Road frontage and incompatible with the adjoining neighborhood as buildings along Braddock Road are set back from the street with lawn and landscaping between the buildings and the street.

The applicant agreed with staff and revised the site plan to retain the existing location of the bus loading/unloading area perpendicular to Braddock Road along the western portion of the building. Based upon the capacity of the school, a queuing capacity for 20 buses is needed. This is three additional bus loading/unloading spaces than are provided with the current configuration. The applicant worked with staff to accommodate the additional bus queuing within the existing paved area to retain the open space and the landscape buffer on the western portion of the site adjacent to the single-family homes.

Parking and Access:

At the request of staff, the applicant submitted a traffic study dated January 15, 2003, prepared by Wells & Associates, LLC. The study examined the operations of the driveway intersections and other key intersections in the area, the student pick-up/drop-off area, bus loading, and parking. The study is based on an increase in the student enrollment from 750 students to 900 students, which is expected to generate an additional 68 trips during the morning peak hour (7:45 a.m. to 8:45 a.m.) and an additional 25 spaces during the afternoon peak hour (3:15 p.m. to 4:15 p.m.).

According to the study, the two driveways into the site currently operate at an acceptable level of service (Level C or better) during both the morning and afternoon peak hours and are expected to continue to operate at an acceptable level of service (Level C or better). The study also finds that the expansion will have “no significant traffic impact on public streets.”

Currently, parents drop off and pick up students along the curb at Braddock Road, creating a maximum queue of 11 vehicles or 275 feet. As a school expansion would create an increased maximum queue, of as many as 13 vehicles (or 330 feet), the study recommends relocating the pick-up/drop-off area to the eastern parking lot, which can accommodate a queue of almost twice that required or 625 feet. The eastern parking lot has been designed to accommodate pickup/drop-off adjacent to the school.

The Zoning Ordinance requires 1 sp/10 student seats for a total requirement of 90 spaces required for the site. The study, however, finds that additional parking will be needed to adequately accommodate the faculty, staff and visitors of the expanded/renovated school.

The study recommends 127 total parking spaces to meet the demand created by an increase in staff from 105 up to 130 as a result of increased enrollment. The applicant has redesigned the existing parking lots to accommodate 127 parking spaces, which is an increase over the required parking by 37 spaces. The table below illustrates how the applicant has satisfied the study recommendations.

Study Recommends	Site Plan Proposes
Parent drop-off in lower parking lot	Parent drop-off in lower parking lot
Bus loading/unloading in upper parking lot	Bus loading/unloading in upper parking lot
127 parking spaces	127 parking spaces, 37 more than required by Zoning Ordinance

The additional parking spaces will also help to serve the adjacent Minnie Howard Park/Field, which contains two lighted softball fields, bleachers at both fields, rest rooms, a park shelter, basketball courts and tennis courts. These types of park uses generally demand parking at different times than the school uses, which encourages a shared parking arrangement between the school and the park. The traffic study notes that "no capacity problems were reported" for the parking lot while the athletic fields were in use. The parking lots also require the additional parking to accommodate large events, such as back-to-school night and school orientation. The parking lot on the eastern portion of the site was widened by approximately 10 ft. to accommodate emergency and fire equipment access. The east parking lot entry has been reconfigured to eliminate U-turns at the entry by parents dropping off students.

Increase in floor area ratio (F.A.R.):

Accompanying the development special use permit application is a text amendment that would permit public schools to request a maximum floor area ratio of .60 with a special use permit (TA#2003-0005). The proposed additions to the Minnie Howard School will result in a total floor area ratio (FAR) of 0.549. Under the existing R-12 zoning a maximum F.A.R. of 0.30 is permitted.

An analysis of the surrounding zoning districts shows that an F.A.R. of 0.549 is compatible with the development potential of those sites that surround the proposed development site. The site to the east is zoned POS (Public Open Space), and does not have F.A.R. limitations, although it does contain a height limitation of fifteen (15) feet. This site is used as field space for the existing school. The site to the north (Fairlington Towne Condominiums) is zoned RA, which permits an F.A.R. of 0.75. The single-family neighborhood to the west along North Early Street permits a lower F.A.R. than the proposal with this application. The Episcopal Church property to the south also permits a lower F.A.R. than the proposed site. Therefore, the permitted F.A.R. from north to south (from the

Fairlington Towne Condominiums to the Minnie Howard School to the Episcopal Church) establishes and maintains a transition and reduction in F.A.R. as one heads from north to south.

Comparison of Adjoining Zones and F.A.R.

Existing Use	Zoning	Direction from Site	Potential FAR
Fairlington Towne Condominiums	RA	North	0.75
Minnie Howard School	R-12	Proposed Development Site	0.549 (Proposed)
Single Family Residential (North Early Street)	R-8	West	0.35
Protestant Episcopal High School	R-20	South	0.25
Public Park Area	POS	East	No Requirement (Limited to 15' height by right)

Based on the chart and discussion above, staff supports the increase in F.A.R. for this location with the approval of the accompanying text amendment (TA#2003-0005)

Temporary On-Site Trailers:

The applicant is requesting special use permit approval for 12 temporary classroom trailers on the site. The school intends to remove the trailers as soon as the newly constructed addition and classrooms can be occupied. The applicant indicates that they intend to begin construction in the summer of 2004. Approval of this special use permit will allow the trailer to remain on the site until January 2006.

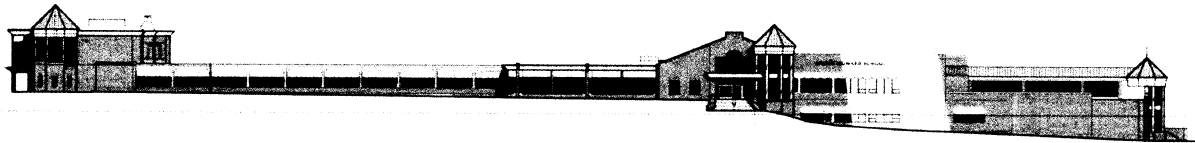
Section 7-1101(C) of the Zoning Ordinance allows temporary classroom trailers with a special use permit in these residential zones. Section 6-105 allows these trailers in the public open space zone until June 30, 2006, after which time they must be removed. Staff has no objection to permitting the 12 temporary classroom trailers as depicted on the preliminary plan until the proposed construction can be completed.

The POS portion of the site is the best location for these temporary classrooms, as other locations would interfere with bus loading/unloading or would prevent the use of two-thirds of the parking lot. Although students will be required to walk through the parking lot to reach the temporary classrooms from the main building, a staff recommendation to provide safe pedestrian access between the buildings has been included as a recommendation of approval.

Building Design:

Staff has worked with the applicant to refine the building design in a way that is compatible in the existing neighborhood. The additions proposed to the building are in locations that will be visible from Braddock Road. Specifically, the proposal includes an addition on the front entrance facing Braddock as well as two secondary entrances from parking lots on the east and the west sides of the building. The west and east entrances will be the primary entrances for students and staff.

The architectural challenge for the project has been to create an appropriate architectural image for the building—which was built originally in a 1950s but has since been modified. Staff recommended various refinements such as eliminating diagonal windows and improving the proportions of the corner tower. The treatment of the typical classroom facades—particularly on the west elevation but also along Braddock Road—were also modified to include more brick cladding in a proportion related to the existing school. With these revisions, staff recommends approval of the proposed plan and supports the proposed addition that will enhance the appearance of the school from Braddock Road.



South Elevation (Braddock Road entrance)



West Elevation

Zoning Modifications:

The applicant is requesting approval of a rear yard setback modification from 25 feet to 17 feet. Staff is recommending approval because the proposed setback and height are the same as the existing school. The applicant has proposed landscaping/screening, and staff recommends additional screening to provide an adequate buffer. In addition, the 8 ft. existing wood fence and the existing landscaping/screening along the north and the west property lines will be retained.

D. STAFF RECOMMENDATION:

Staff recommends **approval** of the proposed development special use permit application with the conditions outlined within the staff report.

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;
Jeffrey Farner, Chief, Development;
Lorrie Pearson, Urban Planner.

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- C-1 Provide site lighting plan to meet minimum city standards.
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- C-3 The applicant must comply with the Chesapeake Bay Preservation Act in accordance with Article XIII of the City's zoning ordinance for storm water quality control, which includes requirements for pollutant load reductions and treatment of the Water Quality Volume Default (WQV).
- C-4 The applicant must comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. This includes naming a Responsible Land Disturber on the Erosion and Sediment Control sheets prior to engaging in land disturbing activities in accordance with Virginia Erosion and Sediment Control Law.
- C-5 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, Virginia Marine Resources must be in place for all project construction and mitigation work prior to release of the final site plan. This includes the new state requirement for a VPDES permit for all construction activities greater than 1 acre.

Code Enforcement:

- C-1 The applicant shall provide a study of the emergency egress issues that address compliance with the USBC. The study shall address travel distances, rated egress corridors and stairwells, etc., and in particular, how to resolve exterior egress issues which are now enclosed within the new structure. **The submitted revised plans are acceptable at this time and are subject to final approval at the time of building plan review. Any revisions, if any, may require a modification to the site plan.**
- C-2 The applicant shall provide a fire area study which identifies each fire area, rated fire walls, and fire protected openings, and their ratings. The fire areas shall be defined in square feet in order to determine the applicability of sprinkler requirements in accordance with the USBC. Fire walls, rated enclosures and protective openings shall be noted on the conceptual plan for review. **See bold response in C-1 above.**

- C-3 Provisions for handicap accessibility shall be provided in accordance with the USBC. Front handicap ramp slope shown at 8%. Slope of handicap ramp is not noted for east entrance to gymnasium.
- C-4 Emergency Vehicle Easements shall be established and maintained to all sides including partial access to the rear of the structure to the satisfaction of the Director of Code Enforcement. Emergency Vehicle Easements are not shown on the plan. Show all dedicated emergency vehicle easements and corresponding signage. Entrance turn for east end parking lot is not acceptable. Turning exhibit shows apparatus turning from far lane across traffic into lot. Emergency Vehicles shall not be required to cross over adjacent travel lanes to enter a dedicated easement. Emergency Vehicle Easement shall include rear service lane at rear of the school (North side) which runs off West end parking lot. Revised turning exhibit not submitted. Denote EVE on west side of structure and rear alleyway. EVE signage not shown.
- C-5 Two fire department connections are required for this site. FDCs are not shown on the plan. A fire service plan is required. The developer shall provide a separate Fire Service Plan which illustrates: a) emergency ingress/egress routes to the site; b) two fire department connections (FDC) to the building, one on each side/end of the building; c) fire hydrants located within one hundred (100) feet of each FDC; d) on site fire hydrants spaced with a maximum distance of three hundred (300) feet between hydrants and the most remote point of vehicular access on site; e) emergency vehicle easements (EVE) around the building with a twenty-two (22) foot minimum width; f) all Fire Service Plan elements are subject to the approval of the Director of Code Enforcement. The Fire Service Plan shall be an additional sheet within the current plan. Relocate east side FDC as shown on attached plans. Denote EVE on west side of structure and rear alleyway.
- C-6 North Arrow shall be shown on each sheet.
- C-7 A separate tap is required for the building fire service connection. Show tap on plans.
- C-8 Temporary trailers shall comply with the proper separation distance between structures in accordance with the USBC or with the multiple building requirements of USBC Chapter 5.
- C-9 Plan shall show all decking and ramps required to access trailers. Handicap accessibility for trailers shall comply with Chapter 11, USBC.
- C-10 The applicant shall show how pedestrian traffic will safely negotiate travel between the main school building and the trailers during construction. The applicant shall show what safeguards for pedestrian safety will be implemented for vehicular traffic conditions as well.

- C-11 The applicant shall identify if toilet facilities will be provided for the proposed trailers and which trailers will be equipped with those facilities. Toilet facilities are required per the USBC. Applicant shall provide toilet facilities.
- C-12 The proposed trailers shall be equipped with an automatic fire alarm system which is tied into the main building fire alarm in accordance with the USBC.
- C-13 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). Show note on plans.
- C-14 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-15 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos (USBC 105.10).
- C-16 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) floor area per floor; e) fire protection plan.
- C-17 A soils report must be submitted with the building permit application.
- C-18 Prior to submission of the Final Site Plan, the developer shall provide a fire flow analysis by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered.
- C-19 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 118.0.
- C-20 Additions and alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit (USBC 105.1). Four sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application (USBC 105.5).
- C-21 Required exits, parking, and facilities shall be accessible for persons with disabilities. Facilities shall be provided to trailers. See C-11 above.
- C-22 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to

prevent the spread of rodents from the construction site to the surrounding community and sewers. Show note on plans.

- C-23 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property.
- C-24 The proposed trailer construction shall conform with the Virginia Uniform Statewide Building Code.
- C-25 A separation distance of 20 feet between the trailer and the main building shall exist.
- C-26 The trailers shall bear a seal showing compliance with the Virginia Industrialized Building Code.
- C-27 A building permit is required for the proposed work. Submit four sets of drawings with the permit application.
- C-28 Sheeting and shoring shall not extend beyond the property line; except when the developer has obtained a written release from adjacent property owners which has been recorded in the land records; or through an approved encroachment process.

Health Department:

- F-1 This facility is currently operating as Minnie Howard School under Alexandria Health Dept. permit, issued to Alexandria City Public Schools.
- C-1 An Alexandria Health Department Permit is required for all regulated facilities.
- C-2 This facility and all modifications must meet current Alexandria City Code requirements for food establishments.
- C-3 Five sets of plans must be submitted to and approved by this department prior to construction/modifications. Plans must comply with the Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. There is a \$135.00 fee for review of plans for food facilities.
- C-4 Permits and/or approval must be obtained prior to operation.
- C-5 The facility must comply with the Alexandria City Code, Title 11, Chapter 10, Smoking Prohibitions.

- C-6 Certified Food Managers must be on duty during all hours of operation.
- C-7 Restrooms, including those in common areas, serving the restaurant, are to meet Alexandria City Code, Title 11, Chapter 2 requirements.
- C-8 Provide a menu or list of foods to be handled at this facility to the Health Department prior to opening.

Virginia American Water Company

- F-1 Hydraulic calculations will be completed to verify main sizes upon final submittal of the site plan. Profiles will be required for hydraulic calculations.
- F-2 Clarify what is being requested: a new fire service, domestic service, or both. Call out on plans what is being requested.

Police Department:

- F-1 No lighting plan submitted.

Historic Alexandria (Archaeology):

- F-1 This property was part of Cassius Lee's country estate, Menokin, built in 1854. The property therefore has potential to yield archaeological resources which could provide insight into life outside of the town during the second half of the 19th century. Although the previous construction of the school on this property would likely have disturbed or destroyed most of the buried deposits, it is possible that remnants of the past still remained buried in some areas of the site.
- C-1 Call Alexandria Archaeology immediately (703-838-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of discovery until a City archaeologist comes to the site and records the finds.
- C-2 The above statement must appear in the General Notes of the site plan so that on-site contractors are aware of the requirement.

Revised: September 16, 2003

Revised: August 6, 2003

Original Application: July 1, 2003

APPLICATION for
DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN
DSUP # 2002-0045

PROJECT NAME: Minnie Howard Ninth Grade School Expansion

PROPERTY LOCATION: 3801 West Braddock Road

TAX MAP REFERENCE: 031.00-02-05 ZONE: R-12

APPLICANT Name: Alexandria City Public Schools

Address: 2000 N. Beauregard Street, Alexandria, VA 22311

PROPERTY OWNER Name: City of Alexandria, Virginia

Address: P. O. Box 178, Alexandria, VA 22313-1500

SUMMARY OF PROPOSAL: Request special use permit with site plan and subdivision for expansion of Minnie Howard School with increase in floor area ratio (FAR).

MODIFICATIONS REQUESTED: Rear yard setback modification of 8 feet (Sec. 3-206(A)(3));


SUP's REQUESTED: (1) Request increase in FAR for public school in R-12 Zone; (2) Request placement of public school trailers in POS Zone in conjunction with Minnie Howard School

THE UNDERSIGNED hereby applies for Development Site Plan, with Special Use Permit, approval in accordance with the provisions of the Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his knowledge and belief.

J. Howard Middleton, Jr.
Print Name of Applicant or Agent


Signature

Reed Smith LLP, 3110 Fairview Park Dr.
Mailing/Street Address

703-641-4225 703-641-4340
Telephone # Fax #

Falls Church, VA 22042
City and State Zip Code

September 16, 2003
Date

===== **DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY** =====

Application Received: _____
Fee Paid & Date: \$ _____

Received Plans for Completeness: _____
Received Plans for Preliminary: _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

All applicants must complete this form.

Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is the (check one):

☐ Owner

☐ Contract Purchaser

☐ Lessee

☒ Other: School Board control of property

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

Political Subdivision of Commonwealth of Virginia.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

☒ Yes. Provide proof of current City business license

☐ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

NARRATIVE DESCRIPTION

2. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. If not appropriate to the request, delete pages _____.
(Attach additional sheets if necessary)

The purpose of this special use permit Application is to request an increase in floor area ratio (FAR) for the Minnie Howard Ninth Grade School (Minnie Howard). Minnie Howard, located on West Braddock Road within the Seminary Hill/Strawberry Hill Small Area Plan, is located in a generally mixed-use area including commercial, residential, institutional and park use. Minnie Howard presently houses ninth grade students in a building with 123,600 sq. ft. of floor area, plus 7,400 sq. ft. of basement/locker room area (not included in the FAR calculations). The Alexandria City Public Schools (ACPS) proposes to renovate and expand Minnie Howard to a total of 167,494 sq. ft. of net floor area plus 7,400 sq. ft. of basement/locker room area (not included in FAR calculations). Taking into account the land area rezoned from POS to R discussed below, the expanded building for Minnie Howard will have an FAR of 0.549, which exceeds the allowable FAR in the R-12 Zone (existing zone). The application therefore requests a special use permit to increase the floor area above that allowable for residential use in the R-12 Zone, in accordance with the proposed zoning text amendment permitting an increase in FAR for existing public school sites with special use permit approval.

In addition, the ACPS is requesting a special use permit to allow temporary public school classroom trailers in the POS Zone as shown on the site plan. These

trailers will be necessary to accommodate the educational program during the construction of the addition to Minnie Howard. As the site plan indicates, the trailers will rest mainly on the R-12 zoned land and only a small part of the structure will extend onto the POS land. It is clearly imperative that the school program continue during construction, and the trailers provide the necessary space. It is anticipated that the trailers will be installed in January 2004 and removed approximately two years later in January 2006.

Zoning

The total site area for Minnie Howard (R-12 plus public open space (POS)) is approximately twelve acres, or 522,834 sq. ft. of land area. Prior to 1992, the entire site was zoned residential and therefore could be taken into account in the calculation of FAR for Minnie Howard. At that time, the Minnie Howard building was within the maximum FAR allowed in the residential zone. In 1992, the City Council rezoned a portion of the site to the POS Zone, which does not permit public school use. Therefore, the present FAR for the existing school building is 0.50, which already exceeds the FAR limitation in the R-12 Zone.

City Council has requested the Department of Planning and Zoning to study and make a recommendation for a zoning text amendment to allow a higher FAR and height for existing public school sites with special use permit approval. ACPS is therefore requesting that a special use permit be granted to allow an increase in FAR for the expanded Minnie Howard School above that allowable in the R-12 Zone in accordance with the text amendment. The R-12 Zone permits an FAR of 0.30; the expanded Minnie Howard School will have an FAR of 0.549.

School Expansion

ACPS initiated a master plan study for the renewal of Minnie Howard in 2002. Committees were formed to develop plans and an educational program for the renewal project. The School Board authorized the planning for expansion of Minnie Howard to a capacity of approximately 900 ninth grade students with approximately 49,000 sq. ft. of new floor area for the school. The plans include the following:

- building addition on the west end of the building
- enlargement of the media center
- new administration and guidance area in the front of the school
- new and expanded gymnasium, locker rooms, health classrooms, exercise and weight rooms
- expansion of the cafeteria by adding a multifunctional area
- replacement of a portion of the existing roof
- replacement and upgrade to the existing building heating and air conditioning systems and new electrical system

The School Board submits that the renovations and additions to Minnie Howard are necessary to continue the tradition of excellent education for Alexandria's ninth grade students.

In addition to the improvement of the educational facilities and program, the architects have designed an aesthetically pleasing exterior for the Minnie Howard building.

We therefore submit that the special use permit is fully justified on the basis of the zoning analysis, history of the zoning of the area and of the improved educational facility for city students.

Transportation

In addition to the improvements to the school building and facilities, there will be improved access onto the site. As shown on the site plan, buses will be directed to the west side of the building and have adequate space for dropping off and picking up students. There are now 17 buses arriving at Minnie Howard on a typical day. Following the expansion it is anticipated that 20 buses will be utilized with sufficient space on the site for all. In addition, parents and family members dropping off students at the school will be directed to the east side of the building into the parking lot area.

A traffic analysis is included in a study entitled "Minnie Howard School Expansion, Traffic Impact Study, City of Alexandria, Virginia" prepared by Wells & Associates, LLC, the transportation consultant. In summary, the traffic study concludes that the driveway intersections with Braddock Road will continue to operate at an acceptable level of service and that the parking area and access to

the school will be adequate to service the site. A copy of the study is enclosed with this application.

Modifications

The Applicant is requesting only one modification to the strict requirements of the Zoning Ordinance. This is a modification for the rear yard setback.

Rear Yard Setback

Section 3-206(A)(3) requires a rear setback ratio of 1:1 with the height of building or a minimum of 25 ft. The north side of the building (rear yard) is set back 18 ft. from the property line; therefore, the Applicant is requesting a modification of 8 ft. for the rear yard setback.

The modification request is modest in size, and reflects the existing structure as well as the new, expanded facility. The rear of the building is low in height and shielded from the neighboring multi-family dwellings.

Subdivision

The application also includes a request for subdivision approval to divide the parcel into two lots: The R-12 zoned land and the POS land.

Summary

The Minnie Howard School has an excellent reputation for providing a superior education for all ninth graders in the City. The ACPS desires to continue with this record of excellence, and, with an increased number of students and advanced educational techniques, it is important to improve and expand this school facility.

The new zoning and increase in floor area of the building are compatible with the mix of uses and zoning in the vicinity. In addition, the new attractive design of the building, improved access for buses and automobiles and the adjacent public open space recreational fields all enhance the environment in this area. The ACPS respectfully requests approval of this special use permit application.

3. How many patrons, clients, pupils and other such users do you expect?
Specify time period (i.e., day, hour or shift).

Approximately 900 students (daytime)

4. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour or shift).

Approximately 100 faculty and 15 staff; in addition, approximately 6 night custodians

5. Describe the proposed hours and days of operation of the proposed use:

Day	Hours	Day	Hours
<u>Monday-Friday</u>	<u>8:00am-4:00pm</u>		
<u>After school student activities</u>			
<u>Occasional evening events in auditorium</u>			
<u>and cafeteria</u>			

6. Describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

Usual noise from mechanical equipment. School activity is within the building except
for use of play fields.

B. How will the noise from patrons be controlled?

Adequate building construction and shielded mechanical equipment

7. Describe any potential odors emanating from the proposed use and plans to control them:

N/A

8. Provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

School trash from staff and students

B. How much trash and garbage will be generated by the use?

Normal institutional trash anticipated by City sanitation officials

C. How often will trash be collected?

Daily collection of trash by City of Alexandria

D. How will you prevent littering on the property, streets and nearby properties?

Property is kept free of litter by staff

9. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

10. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

11. What methods are proposed to ensure the safety of residents, employees and patrons?

The school administration employs safe practices in its educational programs

ALCOHOL SALES

12. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes. ☒ No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses much describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

PARKING AND ACCESS REQUIREMENTS

13. Provide information regarding the availability of off-street parking:

- A. How many parking spaces are required for the proposed use pursuant to section 8-200(A) of the zoning ordinance?

90 off-street spaces

B. How many parking spaces of each type are provided for the proposed use:

29 Standard spaces
93 Compact spaces (includes 88 compact and 5 hybrid spaces)
5 Handicapped accessible spaces
 Other: Additional space for parking on driveways for 16 of the dwelling units.
127 Total

C. Where is the required parking located? (check one) ☒ on-site ☐ off-site.

If the required parking will be located off-site, where will it be located:

Not applicable

Pursuant to section 8-200(C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

D. If a reduction in the required parking is requested, pursuant to section 8-100(A)(4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

14. Provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance?

B. How many loading spaces are available for the use? 1

C. Where are off-street loading facilities located? east side of building near off-street parking area

D. During what hours of the day do you expect loading/unloading operations to occur?

Occasional delivery over course of daytime hours, including daily

food delivery

- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

Occasional, as necessary

15. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Access is from West Braddock Road, a four lane divided arterial roadway. No street

improvements will be necessary

From: J. Howard Middleton
 Direct Phone: 703.641.4225
 Email: jmiddleton@reedsmith.com

3110 Fairview Park Drive
 Suite 1400
 Falls Church, VA 22042-4503
 Phone: 703.641.4200
 Fax: 703.641.4340

TO: THE HONORABLE CHAIRMAN & MEMBERS OF THE PLANNING COMMISSION
 CITY OF ALEXANDRIA, VIRGINIA

DATE: November 6, 2003

RE: Docket Item #16C; Development Special Use Permit No. 2002-0045
 Minnie Howard School; Revised Conditions

I represent the Alexandria City Public Schools with respect to the Minnie Howard School expansion project. Following the distribution of the staff report for the Development Special Use Permit, we have been working with City staff on certain of the proposed conditions. We are requesting the Planning Commission to make the following amendments to the Conditions:

<p>Condition #2h. (page 5, staff report)</p>	<p>The walkways and stairs surrounding the Bradford Pear trees on Braddock Road shall be relocated to minimize impacts on the trees. (P&Z) (RP&CA) (Police)</p> <p><u>The structural elements near the two Bradford Pear trees along Braddock Road at the entrance of the building shall be modified to minimize impacts on the trees. In the event those trees, now designated to be saved, are damaged or destroyed during the development process, the applicant shall replace each such tree with two Kwanzan cherry trees of significant caliper. (P&Z) (RP&CA) (Police).</u></p>
<p>Condition #11 (page 6, staff report)</p>	<p>The sidewalk along the channelized right turn lane from Braddock Road to bus loading area is too narrow. Widen sidewalk <u>along the bus loop to 12'</u>. (T&ES)</p>
<p>Condition #32 (page 8, staff report)</p>	<p>The applicant shall be responsible for maintaining stormwater Best Management Practices (BMPs) until activation of the homeowner association (HOA), if applicable, or until sale to an owner. Prior to transferring responsibility for the BMPs to the HOA or owner, the applicant shall execute a maintenance service contract with a private contractor for a minimum of three years and transfer the contract to the HOA or owner. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the contract shall be submitted to the City. (T&ES)</p> <p><u>The applicant shall execute a maintenance service contract with a private contractor for a minimum of three years. A copy of the contract shall be placed in the BMP Operation and Maintenance Manual. Prior to the issuance</u></p>

	<u>of the certificate of occupancy, a copy of the contract shall be submitted to the City. (T&ES)</u>
Condition #33 (page 8, staff report)	<p>The applicant shall furnish the homeowner association, if applicable, or owner(s) with an Owner's Operation and Maintenance Manual for all the Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the City on a digital media. (T&ES)</p> <p><u>The applicant shall prepare an Owner's Operation and Maintenance Manual for all the Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. Prior to the issuance of the certificate of occupancy, a copy of the Operation and Maintenance Manual shall be submitted to the City on a digital media.</u></p>

It is our understanding that the City staff agrees with these revisions. We appreciate your kind cooperation.

/vmi

APPLICATION for
DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN
DSUP # 2002-0045

PROJECT NAME: Minnie Howard Ninth Grade School Expansion

PROPERTY LOCATION: 3801 West Braddock Road

TAX MAP REFERENCE: 031.00-02-05 ZONE: R-12

APPLICANT Name: Alexandria City Public Schools

Address: 2000 N. Beauregard Street, Alexandria, VA 22311

PROPERTY OWNER Name: City of Alexandria, Virginia

Address: P. O. Box 178, Alexandria, VA 22313-1500

SUMMARY OF PROPOSAL: Request special use permit with site plan and subdivision for expansion of Minnie Howard School with increase in floor area ratio (FAR).

MODIFICATIONS REQUESTED: Rear yard setback modification of 8 feet (Sec. 3-206(A)(3));

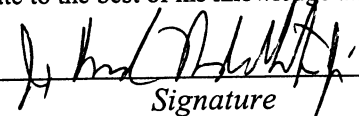
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THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his knowledge and belief.

J. Howard Middleton, Jr.
Print Name of Applicant or Agent


Signature

Reed Smith LLP, 3110 Fairview Park Dr.
Mailing/Street Address

703-641-4225 703-641-4340
Telephone # *Fax #*

Falls Church, VA 22042
City and State *Zip Code*

September 16, 2003
Date

===== **DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY** =====

Application Received: _____
Fee Paid & Date: \$ _____

Received Plans for Completeness: _____
Received Plans for Preliminary: _____

ACTION - PLANNING COMMISSION: 11/06/03 RECOMMEND APPROVAL 6-0

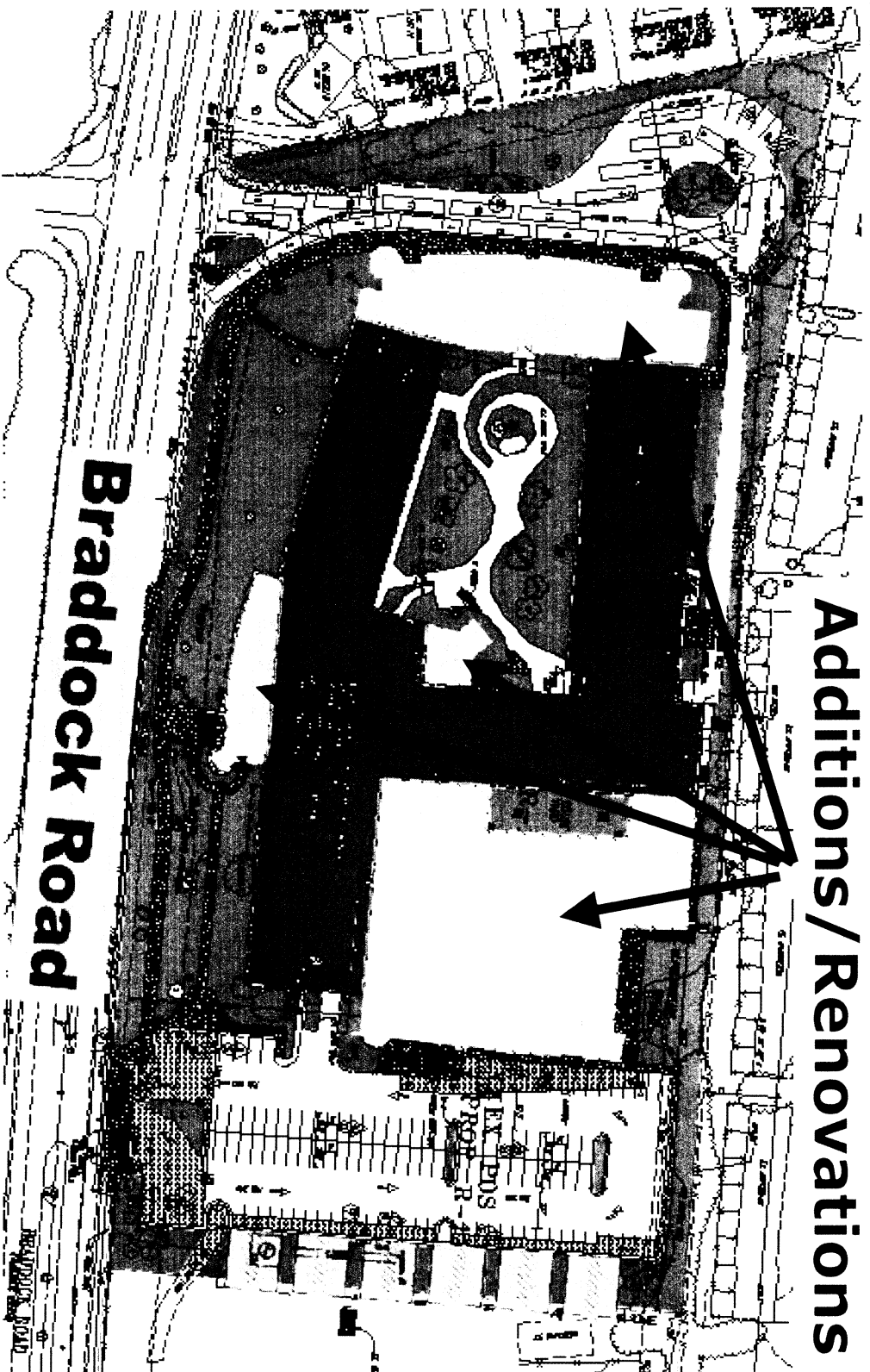
ACTION - CITY COUNCIL: Approved 6 to 0

20,21,22
11-15-03

Minnie Howard

DSUP #2002-0045
REZ #2003-0005
MPA #2003-0009

Additions/Renovations



Minnie Howard

DSUP #2002-0045
REZ #2003-0005
MPA #2003-0009

1.3 acres proposed to be rezoned

